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Position: Warehouse Associate

Reports to: Operations Manager

Job Summary

The Warehouse Associate role supports our Company's warehouse operations. This role will perform various warehouse activities such as receiving, input, sorting, loading, and unloading inventory/products and all other duties as assigned.

Duties and Responsibilities

- Report shortages on warehouse materials (ex: crating materials, pallets and crates for export orders in compliance for export regulations)
- Prepares orders for shipping including end protectors, touch up paint, tagging, palletizing, and wrapping.
- Reviews and ensures all paperwork is prepared and included with shipment
- Coordination of third-party freight and will call orders.
- Successfully complete Operator Safety Training of Powered Industrial Equipment Training Course
- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment
- Compares identifying information of incoming and outgoing shipments to verify information against bills of lading, invoices, work orders, and/or other records
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons
- Posts weights and shipping charges, and affixes postage
- Unpacks inventory or incoming material using supply put-away reports and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages
- Scan and store all data received from customer on incoming jobs, as well as, creates data packs and assigns incoming work orders to jobs
- Examines outgoing shipments to ensure shipments meet specifications
- Pull paperwork and review all orders per quality control standards
- Lift/move valves that range from 5 -80 pounds max throughout the day
- This location averages approximately 30 orders per day
- Report maintenance and repair needs for all warehouse equipment to Operations Manager
- Frequent use of forklift and other warehouse equipment throughout the day
- Delivery/Pick Up driver as needed
- Perform daily cycle counts. Discrepancy will be resolved by warehouse staff to determine where the lost material is located.
- Perform bin adjustments via data entry in PC when inventory is moved.
- Move inventory between warehouses to insure we are properly shipping older inventory first.
- Perform daily sweeping of warehouse floors. Run floor cleaning machine once per week.

- All other duties as assigned
- Frequent overtime, including weekends

Qualifications:

- Minimum 1+ year experience in industrial supply and/or valve shipping/receiving
- High School diploma or GED required
- Prior forklift experience (electric and/or sit-down)
- Must be able to read, write and speak English. Bilingual (Spanish) is a plus

Knowledge, Skills and Abilities

- Strong attention to detail, stays organized and ability to problem solve
- Basic computer skills
- Good verbal communication skills

I have received, reviewed, and fully understand the job description for Warehouse Associate. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Signature _____

Date: _____

Printed Name _____